

# California Department of Corrections Financial Information Memo

<b>SUBJECT:</b>	<b>FIM NUMBER:</b>
EXEMPTION FROM THE REMITTANCE ADVICE FILING REQUIREMENT	<b>2000-01</b>
<b>REFERENCES:</b>	<b>DATE:</b>
State Administrative Manual Section 8422.3 Department of Finance Letter April 19, 2000	

## **DISTRIBUTION**

Headquarters Accounting Services Section  
Inmate Welfare Fund/Trust Accounting Section  
Regional Accounting Offices  
Institution Accounting Offices

## **PURPOSE**

This Financial Information Memo identifies California Department of Corrections (CDC) policy regarding maintaining a file of claim schedule Remittance Advices.

## **BACKGROUND**

Subject to certain requirements, the Department of Finance approved our request for exemption from the State Administrative Manual Section 8422.3. That section requires departments to maintain a Remittance Advice, STD. Form 404C, alphabetically, by vendor name. A copy of the exemption notification is attached.

## **DISCUSSION**

To meet the requirements, the California Department of Corrections policy will be to utilize the on-line Vendor Payment File and the U01 and X01 reports provided by the California State Accounting and Reporting System (CALSTARS) to check for duplicate payments to vendors.

## **ACTION REQUIRED**

Upon receipt of this notification, current procedures must be revised to include:

- Entering a vendor number on all payment transactions.
- Prior to payment, verify the CALSTARS Vendor Payment File for potential duplicate payments.
- Retain reports referenced above for audit purposes.

# California Department of Corrections

## Financial Information Memo

FIM 2000-01

Page 2

If you have further questions regarding this FIM, please contact William B. Dougherty, Chief, Accounting Management Branch at (916) 324-6525 or CALNET 454-6525.

WENDY STILL

Chief Financial Officer

Office of Financial Management  
and Support Services

Attachment

Cc: William B. Dougherty, Accounting Management Branch  
Pat Coontz, Region 1 Accounting  
Jim Collins, Region 2 Accounting  
Paul Thatcher, Accounting Policies and Procedures Section  
Accounting Policies and Procedures Section